

QUICK REFERENCE: Manager Guide to COVID-19 Confirmed Cases, Symptoms or Exposure

Administrative Order 20-7v10

Order Effective Date: February 1, 2022



Overview of this Manager Guide

This guide is designed to be a ready reference for managers, supervisors and team leaders who may need to deal with Milwaukee County employees, as well as contractors and visitors to Milwaukee County facilities, who have:

- [Confirmed cases of COVID-19](#),
- [Symptoms of COVID-19](#), or
- [Exposure to COVID-19](#).

The Guide also contains:

- [Important definitions](#)

Note: Managers of **Critical Infrastructure Employees or Contractors who are not Up to Date with Vaccinations or who are Unvaccinated AND who have Exposure** to COVID-19 who are considering an adaptive Quarantine because of staffing shortages should consult the Quick Reference Guide: Critical Infrastructure Unvaccinated Employees with Exposure to COVID-19 or see Section V of Administrative Order 20-7.

If you have questions, please consult the [Administrative Order 20-7](#) or contact COVID-19@milwaukeecountywi.gov.

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Manager Actions for Confirmed Cases of COVID-19

Managers Notified of Individuals with Confirmed Cases of COVID-19

- Should cordon off areas where the infected employee, contractor, or visitor spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the infected individual OR should follow [CDC guidance](#) for cleaning.
- Should notify employees who had Exposure to infected individual so that they follow appropriate procedures (see Section IV of Administrative Order 20-7 or Section V for Critical Infrastructure Employees with Exposure.)

Return to Work for Employees with Confirmed Cases of COVID-19

- **Persons with Confirmed Cases COVID-19 who have Symptoms** may return under the following conditions:
 - At least 10 days have passed since Symptoms onset **and**
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - Other symptoms have improved.
- **Persons with Confirmed Cases COVID-19 who never developed Symptoms**
 - If they do NOT work at a High-Risk Facility with a critical staffing shortage and are NOT Critical Infrastructure Employees, they may return to work after 10 days of isolation.
 - If they work at a High-Risk Facility and have been told of a critical staffing shortage, they must isolate for five days, where the day of the positive test is day zero, and then:
 - Must have a Rapid (antigen) Test for COVID-19 on Day Six, where the day of their positive test is Day Zero
 - If positive, should continue isolation for remainder of 10 days and follow procedures for Positive Case of COVID-19 in Section II of Administrative Order 20-7
 - If negative, may return to work and wear KN-95 or specialty mask as required by department for days 6 to 10 and, thereafter, follow County mask policy in Administrative Order 20-14.
 - If they have been told they are Critical Infrastructure Employees but do NOT work at a High-Risk Facility, they must isolate for five days, where the day of the positive test is day zero, and then:
 - May return to work on Day Six, where the day of their positive test is Day Zero, wear KN-95 or specialty mask required by department for days 6 to 10 and, thereafter, follow County mask policy in Administrative Order 20-14. A Rapid (antigen) Test is highly recommended but not required.
- Individuals with Confirmed Cases of COVID-19 must provide documentation of positive test results or medical confirmation prior to returning to work.

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Manager Actions for Symptoms of COVID-19

NOTE: Individuals may experience common Side Effects within 72 hours of receiving a dose of COVID-19 vaccine, including boosters, and these Side Effects are NOT Symptoms of COVID-19. See table in [Definitions Section](#) for a list of common side effects of COVID-19 vaccinations and for instructions on responding to Side Effects.

Managers Notified of Symptomatic Individuals

- Should confirm Symptoms and instruct symptomatic employee, contractor, or visitor to leave County facility. Should wear a mask and maintain at least six feet of distance while confirming.
- Should cordon off areas where the symptomatic individual spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the symptomatic individual OR should follow [CDC guidance](#) for cleaning.
- Should ensure that Symptomatic employees have PCR test within 24 hours of Symptoms onset.

Return to Work for Employees with Symptoms of COVID-19

- Symptomatic Individuals not teleworking full time **must meet both** criteria before returning to work:
 1. The supervisor must have documentation of negative test results from the employee, AND
 2. The employee must be symptom free for 24 hours. If the symptom was fever, this means at least 24 hours of a temperature below 100.4 degrees without the aid of fever reducers such as aspirin or acetaminophen.
- Symptomatic individuals who telework full time should either telework, access Expanded Paid Sick Leave (EPSL) if eligible, or use sick time, per standard department sick leave policies.

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Manager Actions for Exposure to COVID-19 – WITH Symptoms

Manager Actions for Exposed Employees Who Develop Symptoms of COVID-19

For Exposed Employees with Symptoms, manager should:

- Should confirm Symptoms and instruct symptomatic employee, contractor, or visitor to leave County facility, if applicable. Should wear a mask and maintain at least six feet of distance while confirming.
- Should cordon off areas where the symptomatic individual spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the symptomatic individual OR should follow [CDC guidance](#) for cleaning
- Should ensure Symptomatic employee has PRC test within 24 hours of Symptoms onset.

Return to Work for Exposed Employees Who Develop Symptoms of COVID-19

Any employee who has an Exposure to COVID-19 AND who develops Symptoms of COVID-19 needs to have a PCR test for COVID-19 within one day of developing Symptoms. If the test is positive, the employee and manager should follow Confirmed Case of COVID-19 Guide; If the test is negative, the employee and manager should follow Symptoms Guide.

Manager Actions for Exposure to COVID-19 – NO Symptoms

Manager Actions for Exposed Employees WITHOUT Symptoms of COVID-19

In summary, Manager needs to

- Require all Exposed employees without Symptoms to be tested on day six, where day of Exposure is day zero, and
- Ensure Exposed employees¹ who are not Up to Date with Vaccinations or who are Unvaccinated Quarantine for at least five days.

Return to Work for Exposed Employees Who DO NOT Develop Symptoms of COVID-19

Exposed employees without Symptoms who are **Up to Date with Vaccinations** do not need to quarantine following Exposure to COVID-19 and must wear a KN-95 or department-required specialty mask for ten days and follow County mask policy thereafter. They must have a PCR test on day six, where the day of Exposure is day zero. If the test is negative, they may continue in-person work. If positive, they should follow policy for Confirmed Case of COVID-19 in Section II of Administrative Order 20-7.

¹ If a Critical Infrastructure employee has Exposure and is NOT Up to Date with Vaccinations or is Unvaccinated, see Quick Reference Guide: Critical Infrastructure Employees with Exposure to COVID-19 or Section V of Administrative Order 20-7.

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Exposed employees without Symptoms who have **recovered from COVID-19 in the past 90 days** do not need to quarantine following Exposure to COVID-19 and must wear a KN-95 or department-required specialty mask for ten days and follow County mask policy thereafter.

Exposed employees without Symptoms who are **NOT Up to Date with Vaccinations or who are Unvaccinated** need to Quarantine for five days following Exposure. They must have a PCR test on day six, where the day of Exposure is day zero. If the test is negative, they may report for in-person work. If positive, they should follow policy for Confirmed Case of COVID-19 in Section II of Administrative Order 20-7.

Important Definitions

- **Close Contact:**² A person with Close Contact is someone who:
 - i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**, and/or
 - ii. Provided care at home to an infected person; and/or
 - iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
 - iv. Shared eating or drinking utensils with an infected person; and/or
 - v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.
- **Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 OR has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.
- **Critical Infrastructure Worker:** The Centers for Disease Control (CDC) defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center, and others. See the [CDC guidelines](#) for a complete list
- **Exposure to COVID-19 (Exposure):** Any form of Close Contact with an individual with a Confirmed Case of COVID-19 during the last 14 days.
- **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
 - Stay home!
 - Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
 - Stay in a separate room from other household members, if possible
 - Use a separate bathroom, if possible
 - Avoid contact with other members of the household and pets
 - Don't share personal household items, like cups, towels, and utensils

² For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

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- Wear a mask when around other people, if you are able to
- **Not Up to Date with Vaccinations:** Individuals who:
 - Have not received the second shot of a two-dose vaccine despite being eligible for a second shot (more than 3 weeks since initial Pfizer vaccination or more than 4 weeks since initial Moderna vaccination) OR
 - Have not received a booster shot despite being eligible for a booster (more than two months since single dose of Johnson & Johnson vaccination or more than five months since second dose of Pfizer or Moderna vaccination)
- **Quarantine:** Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
 - Stay home!
 - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
 - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
- **Symptoms Compatible with COVID-19:** Please note that symptoms may appear from 2 to 14 days following Exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms. Note that within 72 hours of being vaccinated, individuals may experience side effects from the vaccine (including boosters.) These side effects are NOT symptoms of COVID-19. See following table:

COVID-19 Symptom or Vaccine Side Effect?	Outside 72-Hour Vaccination Window	Within 72 hours of receiving vaccination
Feverish or temperature of 100.4°F (38°C) ³ or higher	COVID-19 Symptom	Side Effect; normal response to vaccine – BUT need to stay home until 24 hours after fever ends (without use of fever-reducing drugs)
Chills	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Headache that is new or different for you	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Unexpected fatigue	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able.
Unexpected muscle or body aches	COVID-19 Symptom	Side Effect; normal response to vaccine – Go to work, if able
Soreness at site of injection	(not applicable)	Side Effect; normal response to vaccine – Go to work, if able
Diarrhea	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*
Nausea or vomiting	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*
New shortness of breath or difficulty breathing	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*
New congestion or runny nose	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*

³ Note that the threshold for fever in healthcare workers is a temperature of 100.0°F.

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COVID-19 Symptom or Vaccine Side Effect?	Outside 72-Hour Vaccination Window	Within 72 hours of receiving vaccination
New loss of taste or smell	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*
New sore throat	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*
New cough	COVID-19 Symptom	COVID-19 Symptom; follow procedures in Section III*

*Section III of Administrative Order 20-7, [Procedures for Responding to Individuals with Confirmed Cases of, Symptoms of, or Exposure to COVID-19](#)

- **Unvaccinated:** Individuals who have not received any dose of COVID-19 vaccine. Note that individuals with approved exemptions are considered Unvaccinated for purposes of this order
- **Up to Date with Vaccinations:** Individuals who have either:
 - Had a booster shot (that is, a third shot for individuals initially vaccinated with Pfizer or Moderna or a second shot for those initially vaccinated with Johnson & Johnson), OR
 - Been fully vaccinated and are not yet eligible for boosters, that is:
 - Have received one dose of Johnson & Johnson vaccine within the past two months OR
 - Have received a second dose of the Pfizer or Moderna vaccine within the last five months